



## FOOD AND AGRICULTURE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	FOOD AND AGRICULTURE, DEPARTMENT OF	<b>RELEASE DATE:</b>	Monday, December 14, 2009
<b>POSITION TITLE:</b>	Director, Division of Plant Health and Pest Prevention Services	<b>FINAL FILING DATE:</b>	Thursday, January 14, 2010
<b>CEA LEVEL:</b>	CEA 4	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,018.00 - \$ 9,939.00 / Month	<b>BULLETIN ID:</b>	09282009_2

### POSITION DESCRIPTION

Under the administrative direction of the Secretary's Office of the Department of Food and Agriculture, the Director is responsible for planning, organizing, directing and administering the functions of the Plant Health and Pest Prevention Services. Specifically, directing such activities as the quick implementation of eradication procedures against pest infestations that have an adverse impact on California's agriculture; public protection from plant pests of economic and environmental significance; protection of crops and the environment from alien plant pests: properly labeled nursery and seed commodities; emergency eradication projects when pests are introduced into the State; continually analyzes and improves pest exclusion and detection programs to ensure California's pest free status for significant pests; and state of the art plant pest diagnostic services.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and

methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Expert knowledge and experience with: Latest trends in plant and animal health; development of sanitary and phytosanitary guidelines, as they relate to the internal trade; establishing and maintaining professional relationships with a variety of individuals inside and outside of State service; latest innovations in employee motivation including principals and practices of employee supervision, development and training, performance measures; principals of administrative organization; program management, planning and evaluation; principals and modern methods of public and business administration, including management and supportive staff services such as personnel, management analysis, planning, program evaluation or related areas; resource development; risk assessment; information technology; the strategic planning process; governmental functions and organization at the State and local level.

Ability To: Achieve and maintain positive working relationships with the variety of individuals regardless of the circumstances; assume innovative leadership in formulating, promoting, and directing a statewide program; develop well-informed policies and procedures and evaluate program effectiveness; develop long-range plans to achieve objectives which are both aggressive and realistic; utilize inter-disciplinary teams effectively in the conduct of studies; sponsor and facilitate collaborative planning processes; reason logically and creatively and utilize a variety of analytical techniques to resolve complex managerial issues; coach/mentor managerial and supervisory staff to achieve Division's goals; communicate with and understand the needs of internal and external clients; draft and review laws, regulations, and policies; prepare complex reports and correspondence.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, Division of Plant Health and Pest Prevention Services**, with the **FOOD AND AGRICULTURE, DEPARTMENT OF**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above and "Screening Criteria" outlined below, and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

### **FILING INSTRUCTIONS**

To be considered, applications and a "Statement of Qualifications" must be received in our Human Resources office by 5:00 P.M. on Thursday, January 14, 2010.

Submit a copy of DD214 or other official discharge documents, if qualifying under Pattern IV.

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

FOOD AND AGRICULTURE, DEPARTMENT OF, Human Resources Branch, Examination Unit  
1220 'N' Street, Room 242, Sacramento, CA 95814, CA 95814  
Cindy Torres | 916-654-0423 | [ctorres@cdfa.ca.gov](mailto:ctorres@cdfa.ca.gov)

**ADDITIONAL INFORMATION**

Special Personal Characteristics: A proven leader who will: be adept at problem solving; lead by motivating and inspiring employees; effectively listen and communicate; remain open-minded and think innovatively; establish a team and use it; communicate complex technical information in an understandable manner to Department representatives, elected officials, industry representatives, and consumers; have administrative and strategic capabilities to develop the Department's mission, goals, values, objectives, and roles and responsibilities including the ability to participate in the formulation, operation, and/or evaluation of program policies.

**SCREENING CRITERIA**

The application and Statement of Qualifications must indicate your total years of experience (and official or civil service classifications – not your working title) performing each of the activities listed below. The factors that will be utilized in the evaluation are:

- Depth and breadth of managerial experience overseeing all financial/administrative activities of program, including policy recommendations.
- Depth and breadth of managerial experience with a level of responsibility at or above the Staff Services Manager II classification with responsibility for budget or accounting functions.
- Depth and breadth of experience in administrative problem solving; upholding principles and practices of personnel management and equal employment opportunity objectives. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rule and policies.
- Depth and breadth of experience managing a highly sensitive program with statewide impact, including working with control agencies, or high level organizations (i.e. Governors Office, Legislature, DOF, SCO, DGS, and DPA).
- Depth and breadth of experience in negotiations/communication requiring the ability to deal with a variety of sensitive internal and external issues and establishing and maintaining partnerships with diverse stakeholders.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FOOD AND AGRICULTURE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>